

M e m o r a n d u m

Date: July 15, 2010

To: Telecommunications Section *Joe*
Attention: Captain J. Whiteford

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.11626.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Fremont Peak remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Fremont Peak remote site was completed by the Property Inspector (PI) on May 11, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Fremont Peak remote site had a total property inventory population of 13 items. When comparing the OPI inventory list to the site's equipment, 12 of 13 items reconciled. One item, a Cavity Resonator, located at the Fremont Peak remote site requires a California Highway Patrol (CHP) property decal to be affixed. The property inspection results of the OPI inventory list to equipment located at the remote site are summarized in Attachment A.

When comparing randomly selected equipment located at the Fremont Peak remote site to the OPI inventory list, seven items did not reconcile to the OPI inventory list. All seven items' locate code indicated the items were at the Department of General Services. The property inspection results of equipment located at the remote site to the OPI inventory list are summarized in Attachment A.

Safety, Service, and Security

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I request your command research and investigate the discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. In order to verify the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspector General by October 18, 2010.

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

**CALIFORNIA HIGHWAY PATROL
OFFICE OF INSPECTOR GENERAL, AUDITS UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Fremont Peak (RS7302)**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Cavity Resonator	R37655			X			Needs CHP decal.
Cavity Resonator	R53707		X				Property inventory report indicates equipment is at the DGS.
Cavity Resonator	R53708		X				Property inventory report indicates equipment is at the DGS.
Transceiver-Base Station	R60721		X				Property inventory report indicates equipment is at the DGS.
Transmitter Radio	R70060		X				Property inventory report indicates equipment is at the DGS.
Receiver	R73631		X				Property inventory report indicates equipment is at the DGS.
Receiver	R73632		X				Property inventory report indicates equipment is at the DGS.
Fixed Base Station	R86019		X				Property inventory report indicates equipment is at the DGS.

ATTACHMENT B

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
FREMONT PEAK (RS7302)

ATTACHMENT C

ASSET #	DESCRIPTION	MISC.	SERIAL #	LOC	TYPE	SITE	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT												
1	F2256 Vault		N/A - VAULT	730	RS	7302	X					
2	F2780 Air Conditioner	Split Unit	LCBT02189-1	730	RS	7302	X					
3	R20927 Cavity Resonator			730	RS	7302	X					
4	R34001 Cavity Resonator			730	RS	7302	X					
5	R34003 Cavity Resonator			730	RS	7302	X					
6	R34004 Cavity Resonator			730	RS	7302	X					
7	R37339 Charger/Power Supply			730	RS	7302	X					
8	R37665 Cavity Resonator			730	RS	7302						X Needs CHP decal.
9	R38069 Cavity Resonator			730	RS	7302	X					
10	R56951 Base Station - rack type		1409144	730	RS	7302	X					
11	R59336 Base Station - rack type		1462810	730	RS	7302	X					
12	R73085 Fixed Receiver - rack type		1453888	730	RS	7302	X					
13	R73465 Cavity Resonator		849789	730	RS	7302	X					
EQUIPMENT LOCATED ON-SITE NOT ON INVENTORY LIST												
1	R53707 Cavity Resonator								X			Property inventory report indicates equipment is at the DGS.
2	R53708 Cavity Resonator								X			Property inventory report indicates equipment is at the DGS.
3	R60721 Transceiver-Base Station								X			Property inventory report indicates equipment is at the DGS.
4	R70060 Transmitter Radio								X			Property inventory report indicates equipment is at the DGS.
5	R73631 Receiver								X			Property inventory report indicates equipment is at the DGS.
6	R73632 Receiver								X			Property inventory report indicates equipment is at the DGS.
7	R86019 Fixed Base Station								X			Property inventory report indicates equipment is at the DGS.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

SUPPORTING DOCUMENTATION

RS 7302

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R53707

SN 25640-I

Model # WP9502SP1623

Description CAVITY RESONATOR P028733

Vendor Name

Warranty End

Asset Key CAVITY RESONATOR P028733.WP9502SP1623.NONE

Location DGS.00.00.0

Vehicle # 725-July 4

Assigned to Vehicle LC#

RS 7302

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R53708

SN 25640-J

Model # WP9502SP1623

Description CAVITY RESONATOR P028733

Vendor Name

Warranty End

Asset Key CAVITY RESONATOR P028733.WP9502SP1623.NONE

Location DGS.00.00.0

Vehicle # 725-July 4

Assigned to Vehicle LC#

RS 7302

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R60721

SN 15062

Model # RS-13535

Description TRANSCEIVER BASE STATION P0047H5276

Vendor Name

Warranty End

Asset Key TRANSCEIVER BASE STATION P0047H5276.RS-13535.NONE

Location DGS.00.00.0

Vehicle # 075639

Assigned to Vehicle LC# CHICO

RS 7302

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R70060

SN 1585668

Model # B3N100EASDA

Description TRANSMITTER/RECEIVER RADIO P038632

Vendor Name

Warranty End

Asset Key TRANSMITTER/RECEIVER RADIO P038632.B3N100EASDA.NONE

Location DGS.D.0321.0

Vehicle # RODMAN MT

Assigned to Vehicle LC#

RS 7302

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R73631

SN 1589472

Model # ARM02

Description Receiver, Fixed

Vendor Name

Warranty End

Asset Key Receiver, Fixed.ARM02.NONE

Location DGS.00.00.0

Vehicle # 725-July 4

Assigned to Vehicle LC#

RS 7302

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R73632

SN 1580004

Model # ARM01

Description Receiver, Fixed

Vendor Name

Warranty End

Asset Key Receiver, Fixed.ARM01.NONE

Location DGS.00.00.0

Vehicle # 725-July 4

Assigned to Vehicle LC#

RS 7302

Item Number

Look up by

☒ **Tag #** ☐ **Serial #**

Look up

Asset Information

Asset # R86019

SN 13007208

Model # T820-VHF

Description FIXED BASE STATION

Vendor Name DURHAM COMMUNICATION

Warranty End

Asset Key FIXED BASE STATION.T820-VHF.NONE

Location DGS.00.00.0

Vehicle # 75.46/7262

Assigned to Vehicle LC# Fremont